

N 1-24

OCI NOTICE  
NO. 1-24

ORGANIZATION  
30 October 1968

OFFICE OF CURRENT INTELLIGENCE

CAREER DEVELOPMENT PROGRAM

1. There is established within the Office of Current Intelligence a Career Development Program for the purpose of ensuring that, commensurate with the principles of sound manpower planning and within the margins dictated by operational needs, our personnel are afforded every opportunity and encouragement to develop additional job skills and mature professionally.

2. The Area and Staff Chiefs remain accountable to the Director of the Office for manpower planning and utilization. This includes, but is not limited to, the delineation of manpower needs, the selection of new employees, personnel assignments and training, and the initiation of action to promote, reassign and/or terminate employment.

3. To assist the Director of the Office and the Area and Staff Chiefs in the orderly discharge of their responsibilities, a Special Assistant for Career Development will formulate a program that is to be flexible, tailored to the individual needs of our employees and calculated, as well, to provide for the Office's current operations and future needs.

4. The Special Assistant for Career Development will:

- a. Seek to refine our recruitment policies in order to guarantee that the Office will continue to receive, through established Agency channels or other means, mature, well qualified recruits.
- b. Provide a continuing system whereby employees--including those on their probationary period of employment--are afforded every feasible opportunity for varying, progressive assignments within and occasionally outside the Office and/or the Agency, coupled with such formal or informal training as may be practicable and can be devised as an integral phase of their development. Emphasis should be given to the

CONFIDENTIAL

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

N 1-24


OCI NOTICE  
NO. 1-24

ORGANIZATION  
30 October 1968

elaboration of training opportunities  
designed for individual needs.

- c. Derive through surveys, interviews and such other means as may be required from sources in the Office, Agency, Government, academic and business world knowledge of the less tangible indices by which professionals evaluate their status and on the basis of these indices sponsor the innovation or adoption of whatever management practices may be conducive to professional respect and self-esteem.
- d. Monitor the way in which the Office encourages its professionals to prepare for the eventuality of retirement and the prospect of a second career.

25X1A

  
E. DREXEL GODFREY, JR.  
Director of Current Intelligence

Distribution C

CONFIDENTIAL

GROUP 1  
Excluded from automatic  
downgrading and  
declassification